

TELEWORK HOME OFFICE SAFETY CHECKLIST

Instruction

This form should be completed by teleworkers to assess the safety of their home.

TELEWORK HOME OFFICE SAFETY CHECKLIST

Employee _____ Date _____

Manager _____

Telework site address _____

Description of work area _____

This checklist is designed to assess the safety of the telework site. Telework applicants should inspect their desired work site and complete this form.

1. Is the work space free from excessive noise? ☐ Yes ☐ No
2. Is adequate lighting (side or rear) provided at the work station? ☐ Yes ☐ No
3. Is all electrical equipment free of recognized hazards that could cause physical harm (frayed wires running through walls, exposed wires fixed to the ceiling)? ☐ Yes ☐ No
4. Is electrical system adequate for office equipment? ☐ Yes ☐ No
5. Is electrical equipment grounded? ☐ Yes ☐ No
6. Are surge protectors properly installed? ☐ Yes ☐ No
7. Are aisles, doorways and floors free of obstructions to permit visibility and movement? ☐ Yes ☐ No
8. Is there an exit that allows prompt exiting? ☐ Yes ☐ No
9. Are phone lines, electrical cords and extension wires secured under a desk or along a baseboard? ☐ Yes ☐ No
10. Is the office space neat and clean? ☐ Yes ☐ No
11. Is a working fire extinguisher located nearby? ☐ Yes ☐ No
12. Are working smoke detectors installed at the work site? ☐ Yes ☐ No
13. Is the work area private and free of intrusion? ☐ Yes ☐ No
14. Are files and data secure? ☐ Yes ☐ No

15. Are first aid supplies readily accessible and adequate? ☐ Yes ☐ No
16. Are office furniture and equipment ergonomically correct? ☐ Yes ☐ No
- a. Desk: 29" high? ☐ Yes ☐ No
- b. Chairs: Sturdy and adjustable (90° at knees, feet flat on floor, 15° back tilt) with backrest and casters appropriate for floor surface? ☐ Yes ☐ No
- c. Keyboard: In line with wrist and forearm position? ☐ Yes ☐ No
- d. Monitor: 20-24" from eyes: top of screen slightly below eye level? ☐ Yes ☐ No
17. Are work materials and equipment in a secure place that can be protected from damage or misuse? ☐ Yes ☐ No
18. Are there security requirements in place to protect confidentiality and security of company information and computer systems? ☐ Yes ☐ No